

FAN Communication Assignment-100808

1.	Navigate: University of Maine Systems > Financial Aid > Batch Processing > FAN Communication Assignment.
2.	The process requires a Run Control ID . Either select an existing ID or create a new one by clicking the Add a New Value tab, entering a name for the new ID and clicking Add .
3.	Fill in your Institution, Aid Year and Career . The process can be run in Simulation, which will show you a list of students eligible to receive the communication. To do that, leave the Simulation radio button selected. Or you can run the process "Live" which means the communications will be actually assigned to the students. To do this, select the Live radio button.
4.	You list the Packaging Plan IDs you want to process. This means that students with those Packaging Plan IDs will be evaluated in the process. Click the Packaging Plan ID look up button.
5.	Select a packaging plan from the list.
6.	Select the communications key set up for the FAN for this packaging plan. This will only be assigned once to each student. Click the Initial FAN Communications Key button.
7.	Click an entry in the Communication Speed Key column.
8.	You can optionally assign a communication for students with this packaging plan who have had their awards revised. This would normally be an e-mail telling the student to go to self service to view the awards. The student can be assigned this e-mail multiple times. Click the Revised FAN Communications Key look up button.
9.	Select the communications key for the revised award e-mail.
10.	If you have multiple packaging plans to process, add rows for them. Click the Add a new row button.
11.	Fill in the fields on the new row. Repeat for every packaging plan to be processed. Click the Save button.
12.	Click the Run button.
13.	Click the OK button.
14.	Click the Process Monitor link.
15.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
16.	Click the Details link.

Quick Guide

17.	Click the View Log/Trace link.
18.	To review the list of students selected for the communication(s), click "Redirected Terminal Output."
19.	<p>A new window opens containing the report. In this case the process was run in simulation so no communications were actually assigned to students.</p> <p>When you run "live" you can verify the results of the process by checking the communications for students whose emplids are listed in this report.</p>
20.	<p>In order to assign the awards revision e-mail to a student, the process must be able to identify those students whose awards have changed. This is done manually by setting a Packaging Variable for each student. After the awards revision communication has been assigned to a student, the Packaging Variable for the student is cleared.</p> <p>To set Packaging Variables, navigate: Financial Aid > Awards > Award Processing > Assign Packaging Variables.</p>
21.	Enter search criteria to identify the student and click Search.
22.	The Packaging Variable to use is " Revised Award Letter. " Click the Revised Award Letter option to select it.
23.	<p>Click the Save button.</p> <p>Next time you run the FAN Communication Assignment process for this student's packaging plan, he/she will be assigned the revised awards e-mail.</p> <p>The e-mail will be handled directly by the system, and will be sent through a batch process. You will not need to use Lettergen to generate the e-mail.</p>
24.	End of Procedure.